



TRUSTEES FINANCIAL SUMMARY (TFS)

OPI's 2017 Summer Workshops

Putting Montana Students First **A⁺**

SCHOOL'S
OUT 4
SUMMER!

What does that mean to you?

FISCAL YEAR END?



CHALLENGE ACCEPTED

LET'S LOOK AT THE...

➤ Who

➤ What

➤ When

➤ Where

➤ How

WHO?

- Elementary
- High School
- K-12
- Special Education Cooperative

WHAT?

- Project Reporter Code Report
- Balance Sheet
- Schedule of Revenues/Expenditures and Change in Fund Balance
- Detailed Expenditure Report
- Schedule of Changes in Fixed Assets, Depreciation and Net Fixed Assets
- Schedule of Changes in Long-Term Liabilities

WHEN?

- After properly recording all fiscal year-end
 - adjusting entries
 - closing entries
- Due Dates: 15th of the month

TFS DUE DATES

County Superintendent

August 2017						
SU	MO	TU	WE	TH	FR	SA
		1				5
6	7	8	9			
13	14	15	16			19
20	21	22	23	24	25	26
27	28	29	30	31		

OPI AFTER budget is done
No later than

September 2017						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WHERE TO START?

- **Instructions**

- **On our website**

 - www.opi.mt.gov

OPI.MT.GOV



Contact

Calendar

FINANCE & GRANTS

- Home
- Programs
- Educator Licensure
- Reports & Data
- Teaching & Assessment
- Resources
- Finance & Grants
- Employment

BUDGETS

Home » Finance-Grants » schoolfinance » School Finance



- About School Finance
- Accounting
- Auditing
- Budgets
- County
- Election Resources
- Student Count for ANB
- Entitlement Payments
- Forms and Publications
- Impact Aid

BUDGETING

- News
- Budgets and Data Sheet

MAEFAIRS

For Assistance with MAEFAIRS contact the MAEFAIRS Helpdesk, 406.444.4444
Compensation Expenditures Report Instructions
TFS Instructions (MAEFAIRS)
Budget Instructions (MAEFAIRS)
MAEFAIRS Tip Sheet

- Accounting
- Auditing
- Budgets
- County
- Election Resources
- Entitlement Payments
- Forms & Publications
- Impact Aid
- Indirect Costs
- Links
- Negotiated Rulemaking
- Oil & Gas Distribution
- Pupil Transportation
- QZAB Bonds
- Student Count for ANB
- Tax Credit for Educational Donation
- Training & Guides
- Tuition

- E-Grants
- Election Resources
- Internal
- MAEFAIRS Login
- Payments to Schools & Co-ops
- School Facility Inventory
- School Finance
- Special Education Funding
- State & Federal Grants Handbook



Finance & Grants / School Finance / Budgets

[No Title]

Home > Finance-Grants > schoolfinance > School Finance



About School Finance

Accounting

Auditing

Budgets

County

Election Resources

BUDGETING

News


Budgets and Data Sheets


Budgeting Spreadsheets/Worksheets

MAEFAIRS

MAEFAIRS

For Assistance with MAEFAIRS contact Debbie Casey, 406.444.3096

Compensation Expenditures Report Instructions 

TFS Instructions (MAEFAIRS) 

Budget Instructions (MAEFAIRS) 

MAEFAIRS Tip Sheet 

TFS INSTRUCTIONS

- 1. PRINT** the instructions
- 2. READ** the instructions
- 3. USE** the checklist
 - **Suggested Procedures for Completing the Trustees Financial Summary (pg 5)**

CHECKLIST

➤ Page 5 of instructions

Suggested Procedures for Completing the Trustees' Financial Summary

- 1) Read the instructions thoroughly _____
- 2) Reconcile year-end cash balances with the County Treasurer, Investment Accounts, and the Student Extracurricular Activities Fund (84) checking account. Refer to section 7-0200 of School Accounting Manual (SAM). _____
- 3) Gather necessary items to complete the report:
 - a) Last year's Trustees' Financial Summary _____
 - b) County Treasurer, Investment Account and Student Activity Reconcilements _____
 - c) Budgeted "Revenues and Expenditures to Actual" report as of June 30 _____
 - d) This year's Trustees' Financial Summary MAEFAIRS blank form _____
- 4) Complete year-end adjusting and closing entries:
 - a) Review the list of accruals from section 5-1600 of SAM _____
 - b) Complete the checklist from section 7-0300 of SAM _____

HOW TO START?

- OPI MAEFAIRS application
- Reports / TFS / TFS
 - What **Report Type** do you select?

BLANK REPORT

Reports

[Home](#) [Data Entry](#) [Reports](#) [Administration](#) [Instructions](#) [Logout](#)

[Budget](#)

[CSCT](#)

[One-Time Only Payments](#)

[Sinking Fund](#)

[TFS](#)

[Print To PDF](#)

Select Report Type:

☒ Blank Report

☐ Current Report

☐ Report As Submitted

Select Report Section

☒ Cover Page

☒ Project Reporter Card

☒ Balance Sheet

☒ Schedule Of Revenues, Expenditures, and Changes

☒ Detail Expenditures

[Unselect All Sections](#)

TFS

[Expenditures Compared To Budget](#)

[Statement Of Changes In Coop Fund Balance](#)

[Statement Of Changes In District Fund Balance](#)

[Education Reversion](#)

[Of Changes In Fixed Assets](#)

☒ Schedule Of Changes In Liabilities

☒ Schedule Of Changes In Net Pensions

Select District(s):

Absarokee Elem - 0861

Alzada Elem - 0096

Anaconda H S - 0237

Arlee Elem - 0474

Auchard Creek Elem - 0498

Avon Elem - 0720

Baker K-12 Schools - 0244

Bear Paw Elem - 0048

Belgrade Elem - 0368

Select Fund(s):

01 - General Fund

10 - Transportation Fund

11 - Bus Depreciation Fund

12 - School Food Services Fund

13 - Tuition Fund

14 - Retirement Fund

15 - Miscellaneous Programs Fund

17 - Adult Education Fund

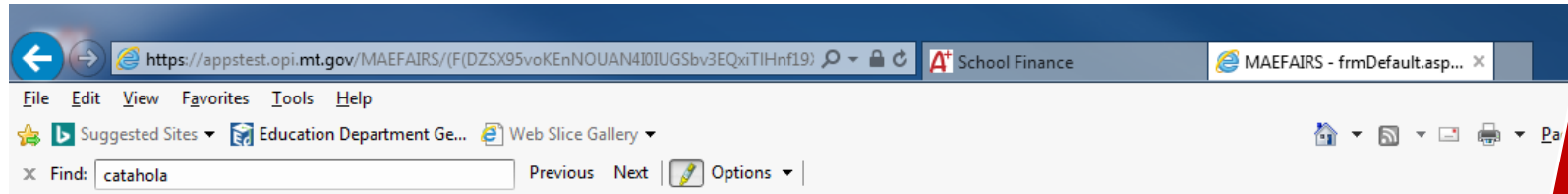
18 - Traffic Education Fund

[Select All Funds](#)

[Unselect All Funds](#)

FUNDS
SELECT
ONE OR
ALL

STEP1: LET'S GET STARTED



**STEP 1: PREFILLED
DATA VERIFICATION
(DISTRICTS ONLY)**

DATA ENTRY



Home	Data Entry	Reports	A
	CSCT Match		
	Sinking Fund		
	Trustee Financial Summary (TFS)		
	Budget		

TFS

Step 1: Prefilled Data Verification (Districts Only)

Prints the Verification form for each district.

Step 2: Budget Amendments/Transfers

Step 3: Software

Step 4: Project Reporter Codes (PRC)

Step 5: Balance Sheet

Step 6: Revenues

Step 7: Expenditures

Step 8: Detail Expenditures

Step 9: Fixed Assets

Step 10: Long-Term Liabilities

Step 11: Review Special Education Reversion

For general MAEFAIRS questions, contact dcasey@opi.mt.gov

[Home](#)[Data Entry](#)[Reports](#)[Administration](#)[Instructions](#)[Logout](#)

Profilled Data Verification

[Print To PDF](#)

Fiscal Year: 2017 ▼

Select District(s):

- Absarokee Elem - 0861
- Alzada Elem - 0096
- Anaconda H S - 0237
- Arlee Elem - 0474
- Auchard Creek Elem - 0498
- Avon Elem - 0720
- Baker K-12 Schools - 0244
- Bear Paw Elem - 0048
- Belgrade Elem - 0368

**SELECT YOUR
DISTRICT**

PREFILLED DATA VERIFICATION

- **Page 1: FY17 TFS**

- Verify the following prefilled FY 2017 TFS amounts.

- **Page 2: FY18 Budget**

- Print a blank FY 2018 budget report 0001 OWhatFun Elem and verify the following prefilled FY 2017-2018

SNIP IT OF PG1

1. Verify the following prefilled FY 2017 TFS amounts. Contact Kara Sperle (406) 444-3249 or Mari Haefka (406) 444-1960 to correct information.

Verified	Amount	Fund	Rev Code	Description
	\$419,103.85	01	3110	Direct State Aid
	\$27,998.12	01	3111	Quality Educator
	\$871.76	01	3112	At Risk Student
	\$1,933.75	01	3113	Indian Education For All
	\$1,672.00	01	3114	American Indian Achievement Gap
	\$23,160.39	01	3115	State Spec Ed Allowable Cost Pymt to Districts

If Revenue code 3115 amount does not appear correct, enter all special education expenditures for the General Fund (01,) Tuition Fund (13), Metal Mine Tax Reserve Fund (24), State Mining Impact Fund (25) and Impact Aid Fund (26) then re-check revenue code 3115 amount. Check Step 11: Review Special Education Reversion if it still does not appear correct.

\$1 852 76	01	3116	Data For Achievement
------------	----	------	----------------------

SNIP IT OF PG 2

2. Print a blank FY 2018 budget report 0862 Absarokee H S and verify the following prefilled FY 2017-2018 budget information. Contact Kara Sperle (406) 444-3249 or Mari Haefka (406) 444-1960 to correct information.

ANB used to create budget 89

Verified	Amount	Fund	Rev Code	Description
	\$5,384.36		3445	State Combined Fund School Block Grant
		01		Budget limits are accurate? (Part II, Gen Fund Limits Section without tuition, excess reserves, Flexible Non-Voted levy Authority, Oil & Gas Taxes, and other overBase revenues)
	\$414,987.65	01	3110	Direct State Aid
	\$31,525.13	01	3111	Quality Educator
	\$1,079.40	01	3112	At Risk Student
	\$1,901.04	01	3113	Indian Education For All
	\$840.00	01	3114	American Indian Achievement Gap
	\$16,686.18	01	3115	State Spec Ed Allowable Cost Pymt to Districts
	\$1,820.94	01	3116	Data For Achievement
	\$0.00	01	3118	Natural Resource Development

STEP 2: BUDGET AMENDMENTS/TRANSFERS

- Confirm budget amendments (PRC 910 – 949)
- Confirm transfers sent to OPI were entered (PRC 950-999)
- ☐ Revenues & Expenditures **MUST** be reported with the assigned PRC's

STEP 3: SOFTWARE

Identify software package

- MASBO Mentoring program
- Clerk to clerk networking

Who to Contact:

- Excel printout shows you whom to contact.


STEP 3:

https://appstest.opi.mt.gov/MAEFAIRS/(F(DZSX95voKEnNOUAN4I0UGSbv3EQxiTIHnf19)?... School Finance MAEFAIRS - frmSoftware.as...

File Edit View Favorites Tools Help

Suggested Sites Education Department Ge... Web Slice Gallery

Find: catahola Previous Next Options

 **OPI MAEFAIRS** [opi.mt.gov](#) [OPI Home](#)

[Home](#) [Data Entry](#) [Reports](#) [Administration](#) [Instructions](#) [Logout](#)

Enter Accounting Software Package

LE	Accounting Package	
Dillon Elem - 0005	Black Mountain	Edit
Hardin Elem - 0023	Black Mountain	Edit
Lodge Grass Elem - 0025	Black Mountain	Edit
Chinook Elem - 0028	Black Mountain	Edit
Zurich Elem - 0034	Foxie Lady	Edit
Bear Paw Elem - 0048	Black Mountain	Edit
Alzada Elem - 0096	Manual	Edit
Belt H S - 0113	Foxie Lady	Edit
Vaughn Elem - 0127	Foxie Lady	Edit
Fort Benton Elem - 0133	Foxie Lady	Edit
1 2 3 4 5 6		
All LEs Accounting Package List		

SELECT:
All LEs
Accounting
Package List

STEP 3:


**SELECT:
Open in
Excel**

https://appstest.opi.mt.gov/MAEFAIRS/(F(DZSX95voKEnNOUAN4IDUGSbv3EQxiTIHnf19))

File Edit View Favorites Tools Help

Suggested Sites Education Department Ge... Web Slice Gallery

Find: catahola Previous Next Options

 **OPI MAEFAIRS** [OPI Home](#)

Home Data Entry Reports Administration Instructions Logout

All LEs Accounting Package List

Open In Excel

GREAT TOOL FOR...

- MASBO Mentoring program
- Clerk to clerk networking

All LEs Accounting Package List

Accounting Package	_LE_	LE Name	Clerk First Name	Clerk Last Name	Clerk Phone
Black Mountain	053	Alder Elem	Kathleen	Wuelfing	406842528
Black Mountain	037	Amsterdam Elem	Sharon	Roe	406282721
Black Mountain	023	Anaconda Elem	Kevin	Patrick	406563636
Black Mountain	023	Anaconda H S	Kevin	Patrick	406563636
Black Mountain	036	Anderson Elem	Tanya	Roberts	406587130
Black Mountain	121	Arrowhead Elem	Cinda	Self	406924686

STEP 4: PROJECT REPORTER CODES (PRC)

1. **Prior year programs** – copy to CY first
2. Filter by PRC
3. Enter new PRC (NOT 900 – 999)
4. PRINT PRC Report

PRIOR YEAR PROGRAMS

Enter Project Reporter Codes

Fiscal Year: 2017

LE:

Project Reporter (PRC): Title:

Type: Project Number: CFDA Number:

Filter By PRC: Program Title:

Current Year PRC

If you have any questions about project reporter codes, contact Kara Sperle at (406) 444-3249 or ksperle2@mt.gov.

PRIOR YEAR PROGRAMS

Enter Project Reporter Codes

Fiscal Year: 2017
LE:

Project Reporter (PRC): Title:

Type: Project Number:

The Current Year PRC you are filtering for does not exist.

Filter By PRC: Program Title:

Prior Year PRC

PRC	Program Title	Program Type	Project Number	CFDA #	
206	Breakfast	FEDERAL	74246	10.553	<input type="button" value="Copy To Current Year"/>
166	Medicaid	STATE	State	State	<input type="button" value="Copy To Current Year"/>
316	Title I, Part A, Improving Basic Programs	FEDERAL	04808613116	84.010A	<input type="button" value="Copy To Current Year"/>
226	Title VI, Part B, Subpart 1, Small Rural Schools (SRS)	FEDERAL	S358A040550	84.358A	<input type="button" value="Copy To Current Year"/>

Filter By PRC: Program Title:

NOTICE:

**Prior Year
PRC**

**SELECT:
Copy To
Current Year**

STEP 4: PROJECT REPORTER CODES (PRC)

1. Prior year programs – copy to CY first
2. **Filter by PRC**
3. Enter new PRC (NOT 900 – 999)
4. PRINT PRC Report

FILTER BY PRC

Enter Project Reporter Codes

Fiscal Year: 2017

LE:

Project Reporter (PRC): Title:

Type: Project Number: CFDA Number:

Current Year PRC

PRC	Program Title	Program Type	Project Number	CFDA #		
166	Medicaid	STATE	State	State	<input type="button" value="Select"/>	<input type="button" value="Delete"/>
206	Breakfast	FEDERAL	74246	10.553	<input type="button" value="Select"/>	<input type="button" value="Delete"/>
226	Title VI, Part B, Subpart 1, Small Rural Schools (SRS)	FEDERAL	S358A040550	84.358A	<input type="button" value="Select"/>	<input type="button" value="Delete"/>
316	Title I, Part A, Improving Basic Programs	FEDERAL	04808613116	84.010A	<input type="button" value="Select"/>	<input type="button" value="Delete"/>

Filter By PRC: Program Title:

Prior Year PRC

The Prior Year PRC you are filtering for does not exist.

Press the 'Copy To Current Year' button to create a PRC record for the current year with the data from the selected record prefilled

Filter By PRC: Program Title:

Enter Project Reporter Codes

Fiscal Year: 2017

LE:

Project Reporter (PRC):

Title:

Type:

Project Number:

CFDA Number:

Current Year PRC

PRC	Program Title	Program Type	Project Number	CFDA #		
166	Medicaid	STATE	State	State	<input type="button" value="Select"/>	<input type="button" value="Delete"/>
206	Breakfast	FEDERAL	74246	10.553	<input type="button" value="Select"/>	<input type="button" value="Delete"/>
226	Title VI, Part B, Subpart 1, Small Rural Schools(SRS)	FEDERAL	S358A040550	84.358A	<input type="button" value="Select"/>	<input type="button" value="Delete"/>
316	Title I, Part A, Improving Basic Programs	FEDERAL	84908613116	84.010A	<input type="button" value="Select"/>	<input type="button" value="Delete"/>

Filter By PRC: Program Title:

Prior Year PRC

What if we only put in the beginning of the Program Title:

button to
t year with
prefilled

We get all the PRC's
where the Program
Title starts with 'title'

Administration

Instructions

Logout

Enter Project Reporter Codes

C Report

e:

Type



Project Number:

CFDA Number:

Save

Cancel

Current Year PRC

PRC	Program Title	Program Type	Project Number	CFDA #		
226	Title VI,Part B,Subpart 1,Small Rural Schools(SRS)	FEDERAL	S358A040550	84.358A	Select	Delete
316	Title I, Part A, Improving Basic Programs	FEDERAL	04808613116	84.010A	Select	Delete

Filter By PRC:

Program Title: title

Apply Filter

Clear Filter

Prior Year PRC

The Prior Year PRC you are filtering for does not exist.

Press the 'Copy To Current Year' button to
create a PRC record for the current year with
the data from the selected record prefilled

Filter By PRC:

Program Title:

Apply Filter

Clear Filter

STEP 4: PROJECT REPORTER CODES (PRC)

1. Prior year programs – copy to CY first
2. Filter by PRC
3. **Enter new PRC (NOT 900 – 999)**
4. PRINT PRC Report

ENTER NEW PRC

Home Data Entry Reports Administration Instructions Logout

Enter Project Reporter Codes

Fiscal Year: 2017
LE: Absarokee Elem - 0861

Hide Prior Year Programs Print PRC Report

Project Reporter (PRC): Title: Type: Project Number: CFDA Number: Save Cancel

Current Year PRC

PRC	Program Title	Program Type	Project Number	CFDA #		
166	Medicaid	STATE	State	State	Select	Delete
206	Breakfast	FEDERAL	74246	10.553	Select	Delete
226	Title VI, Part B, Subpart 1, Small Rural Schools (SRS)	FEDERAL	S358A040550	84.358A	Select	Delete
316	Title I, Part A, Improving Basic Programs	FEDERAL	04808613116	84.010A	Select	Delete

Filter By PRC: Program Title: Apply Filter Clear Filter

Prior Year PRC

The Prior Year PRC you are filtering for does not exist. Press the 'Copy To Current Year' button to create a PRC record for the current year with the data from the selected record prefilled

Filter By PRC: Program Title: Apply Filter Clear Filter

A screenshot of a web application interface. At the top left, there is a blue button labeled 'Print PRC Report'. Below this, a large red circle is drawn around a blue button with the word 'Save' in white, pixelated text. To the right of the 'Save' button, another blue button is partially visible. At the bottom of the interface, there is a form with a label 'Title:' followed by a white input field. To the right of the input field are two blue buttons: 'Apply Filter' and 'Clear'. The background of the interface is light green.

STEP 4: PROJECT REPORTER CODES (PRC)

1. Prior year programs – copy to CY first
2. Filter by PRC
3. Enter new PRC (NOT 900 – 999)
4. **PRINT PRC Report**

PRINT PRC REPORT

[Home](#) [Data Entry](#) [Reports](#) [Administration](#) [Instructions](#) [Logout](#)

Enter Project Reporter Codes

Fiscal Year: 2017

LE:

[Hide Prior Year Programs](#) [Print PRC Report](#)

Project Reporter (PRC): Title:

Type: Project Number: CFDA Number: [Save](#) [Cancel](#)

Current Year PRC

PRC	Program Title	Program Type	Project Number	CFDA #		
166	Medicaid	STATE	State	State	Select	Delete
206	Breakfast	FEDERAL	74246	10.553	Select	Delete
226	Title VI, Part B, Subpart 1, Small Rural Schools(SRS)	FEDERAL	S358A040550	84.358A	Select	Delete
316	Title I, Part A, Improving Basic Programs	FEDERAL	04808613116	84.010A	Select	Delete

Filter By PRC: Program Title: [Apply Filter](#) [Clear Filter](#)

Prior Year PRC

The Prior Year PRC you are filtering for does not exist. [Press the 'Copy To Current Year' button to create a PRC record for the current year with the data from the selected record prefilled](#)

Filter By PRC: Program Title: [Apply Filter](#) [Clear Filter](#)



OFFICE OF PUBLIC INSTRUCTION
ELISE ARNTZEN, STATE SUPERINTENDENT
OPI.MT.GOV

PROJECT REPORTER CODES

Fund 15 revenues

Revenue Code	Project Reporter Code	Fiscal Year	Amount
3660	<u>366</u>	2008	\$33,715.45

Fund 15 expenditures

Program Code	Project Reporter Code	Fiscal Year	Amount
366	<u>366</u>	2008	\$10,000
366	<u>366</u>	2009	\$10,000
366	<u>366</u>	2010	\$13,715.45
		Total	\$33,715.45

PROJECT REPORTER CODES

Fund 15 revenues

Revenue Code	Project Reporter Code	Fiscal Year	Amount
3660	<u>703</u>	2008	\$33,715.45

Fund 15 expenditures

Program Code	Project Reporter Code	Fiscal Year	Amount
366	<u>703</u>	2008	\$10,000
366	<u>704</u>	2009	\$10,000
366	<u>705</u>	2010	\$13,715.45
		Total	\$33,715.45

PROJECT REPORTER CODES

Fund 15 revenues

Revenue Code	Project Reporter Code	Fiscal Year	Amount
3660	<u>703</u>	2008	\$33,715.45

Fund 15 expenditures

Program Code	Project Reporter Code	Fiscal Year	Amount
366	<u>703</u>	2008	\$10,000
366	<u>704</u>	2009	\$10,000
		Total	\$20,000
Mis-coded:			
1XX	<u>705</u>	2010	\$13,715.45

PROJECT REPORTER CODES

Fund 15 revenues

Revenue Code	Project Reporter Code	Fiscal Year	Amount
3660	<u>366</u>	2008	\$33,715.45

Fund 15 expenditures

Program Code	Project Reporter Code	Fiscal Year	Amount
366	<u>366</u>	2008	
366	<u>366</u>		
Mis-coded:			
1XX	<u>366</u>	2010	

There is consistency in using the same PRC

STEP 5: BALANCE SHEET

- 1. Select the Fund**
2. Cash: only line item that = a negative amount
3. Inventory (enter amt.) = automatic Reserve for Inventory
4. Consumption Method for Inventory = check box
5. Report shows 2 years of information
 - can be useful for the Management, Data, & Analysis
6. Print Validation Report Button

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Balance Sheet

Fiscal Year: 2017

LE:

Absarokee Elem - 0861



Fund Code:

[Print Validation Report](#)[Go To Revenues](#)[Go To Expenditures](#)

If you have any questions about the Balance Sheet, contact Kara Sperle at (406) 444-3249 or ksperle2@mt.gov.

STEP 5: BALANCE SHEET

1. Select the Fund
2. **Cash: only line item that = a negative amount**
3. **Inventory (enter amt.) = automatic Reserve for Inventory**
4. **Consumption Method for Inventory = check box**
5. Report shows 2 years of information
 - can be useful for the Management, Data, & Analysis
6. Print Validation Report Button

Fiscal Year: 2017

LE: Absarokee Elem - 0861

Fund Code: 01 - General Fund

☐ District uses consumption method for inventory

Print Balance Sheet Report

Print Validation Report

Go To Revenues

Go To Expenditures

Balance Code:

Amount:

Save

Cancel

De

Assets and Other Debits

Balance Code	Amount	Calculated	
01 - Cash & Investments (101-119) Less Warrants Payable (620)	-200,000.00	No	Select
02 - Taxes Receivable - Real and Personal (120-149)	9,238.95	No	Select
07 - Inventories (220 & 230)	200.00	No	Select

Deferred Outflow

There are no Deferred Outflow records entered for

Liabilities

There are no Liability records entered for

Deferred Inflow

Balance Code	Amount	Calculated
36 - Deferred Inflows (680)	9,238.95	

Fund Balance/Equity

Balance Code	Amount	Calculated
37 - Reserve for Inventories (951)	200.00	Yes
48 - Fund Balance for Budget	-200,000.00	Yes

CASH:
The only line
that can have a
negative
amount

Automatically enters
RESERVE FOR INVENTORY
When assets are entered for
07 INVENTORIES (220 & 230)

Fiscal Year: 2017

LE: Absarokee Elem - 0861

Fund Code: 01 - General Fund

☐ District uses consumption method for inventory

Print Balance Sheet Report

Print Validation Report

Go To Revenues

Go To Expenditures

Balance Code:

Amount:

Save

Cancel

De

Be sure to check the box if your district uses the consumption method for inventory

	Amount	Calculated	
(620)	-200,000.00	No	Select
02 - Taxes Receivable - Real and Personal (120-149)	9,238.95	No	Select
07 - Inventories (220 & 230)	200.00	No	Select

Deferred Outflow

There are no Deferred Outflow records entered for this LE.

Liabilities

There are no Liability records entered for this LE.

Deferred Inflow

Balance Code	Amount	Calculated	
36 - Deferred Inflows (680)	9,238.95	No	Select

Fund Balance/Equity

Balance Code	Amount	Calculated	
37 - Reserve for Inventories (951)	200.00	Yes	
48 - Fund Balance for Budget	-200,000.00	Yes	

STEP 5: BALANCE SHEET

1. Select the Fund
2. Cash = only line item that can be negative
3. Inventory (enter amt.) = automatic Reserve for Inventory
4. Consumption Method for Inventory = check box
5. **Report shows 2 years of information**
 - can be useful for the Management, Data, & Analysis
6. Print Validation Report Button



Balance Sheet

June 30, 2017

48 Stillwater

0861 Absarokee Elem

01 General Fund

	2016 Value	2017 Value
1 ASSETS AND OTHER DEBITS		
01 Cash & Investments (101-119) Less Warrants Payable (620)	141,459.80	-200,000.00 01
02 Taxes Receivable - Real and Personal (120-149)	9,238.95	9,238.95 02
03 Taxes Receivable - Protested (150-159)	0.00	0.00 03
04 Receivables from Other Funds (160-179)	0.00	0.00 04
05 Due From Other Governments (180)	0.00	0.00 05
06 Due To Other Governments (180)	0.00	0.00 06

STEP 5: BALANCE SHEET

1. Select the Fund
2. Cash = only line item that can be negative
3. Inventory (enter amt.) = automatic Reserve for Inventory
4. Consumption Method for Inventory = check box
5. Report shows 2 years of information
 - can be useful for the Management, Data, & Analysis
6. **Print Validation Report Button**

VALIDATION REPORT EXAMPLE

Warning

The school district received \$33,715 (revenue code 3660) for the State One Time Only (OTO) Capital Investment and Deferred Maintenance in FY2008. To date, your district has reported expenditures, using program code 366, totaling \$3,715. Any unspent funds remaining at the end of FY2017 must be reverted back to the state general fund. Please call OPI before committing any unspent funds. Call if you disagree with the amounts shown on the validation. (TFSRE-R08)

VALIDATION REPORT IS AN EXCELLENT TOOL

STEP 6: REVENUES

1. “GO TO” links
2. Prefilled revenues – **General Fund**

[Home](#)[Data Entry](#)[Reports](#)[Administration](#)[Instructions](#)[Logout](#)[CSC Match](#)[Sinking Fund](#)[Fiscal Year: Trustee Financial Summary \(TFS\)](#)[LE: Budget](#)[Print Revenue Report](#)[Print Validation Report](#)Project Reporter Code: Revenue Code: Amount:

Revenues

Revenue Code			
1110 - District Tax Levy			
1190 - Penalties and Interest on Taxes			
1510 - Interest Earnings			
3110 - Direct State Aid			
3111 - Quality Educator			
3112 - At Risk Student		2,060.21	Yes
3113 - Indian Education For All		3,697.50	Yes
3114 - American Indian Achievement Gap		418.00	Yes
3115 - State Spec Ed Allowable Cost Pymt to Districts		47,352.53	Yes
3116 - Data For Achievement		3,542.64	Yes

Revenues

[Step 1: Prefilled Data Verification \(Districts Only\)](#)[Step 2: Budget Amendments/Transfers](#)[Step 3: Software](#)[Step 4: Project Reporter Codes \(PRC\)](#)[Step 5: Balance Sheet](#)[Step 6: Revenues](#)[Step 7: Expenditures](#)[Step 8: Detail Expenditures](#)[Step 9: Fixed Assets](#)[Step 10: Long-Term Liabilities](#)[Step 11: Review Special Education Reversion](#)[Step 12: SPED Excess Cost Calculator](#)[Step 13: TFS Validation](#)[Step 14: Submit TFS To OPI](#)[Previous Page](#)[Go To Balance Sheet Page](#)

Revenue code 3115 amount does not appear correct, enter special education expenditures for the General Fund (01), Special Education Fund (13), Metal Mine Tax Reserve Fund (24), State Impact Fund (25) and Impact Aid Fund (26), the revenue amount will adjust upward. This is a special education reversion mechanism. If the revenue amount is still lower than expected after the expenditures are entered, then check step 11. Review Special Education Reversion.

“GO TO” LINKS

Revenues

Fiscal
Year:

2016 ▼

LE:

Alberton K-12 Schools - 0577 ▼

Fund Code: 01 - General Fund ▼

This LE has been submitted.

[Print Revenue Report](#)

[Print Validation Report](#)

[Go To Project Reporter Page](#)

[Go To Expenditure Page](#)

[Go To Balance Sheet Page](#)

Project Reporter Code:

▼

Revenue Code:

▼

Amount:

Last Year's Amount: 0.00

[Save](#)

[Cancel](#)

[Delete](#)

Revenues

[Go To Project Reporter Page](#)

[Go To Expenditure Page](#)

[Go To Balance Sheet Page](#)

1190 - Penalties and Interest on Taxes	2,038.03	No	Select
1510 - Interest Earnings	1,799.74	No	Select
1900 - Other Revenue from Local Sources	302.10	No	Select
3110 - Direct State Aid	616,928.74	Yes	
3111 - Quality Educator	54,334.30	Yes	
3112 - At Risk Student	8,488.01	Yes	
3113 - Indian Education For All	3,215.52	Yes	
3114 - American Indian Achievement Gap	1,230.00	Yes	
	1,506,795.98		
12			

PREFILLED REVENUES

Revenues

Fiscal
Year:

2016 ▼

LE:

Alberton K-12 Schools - 0577 ▼

Fund Code: 01 - General Fund ▼

This LE has been submitted.

[Print Revenue Report](#)

[Print Validation Report](#)

[Go To Project Reporter Page](#)

[Go To Expenditure Page](#)

[Go To Balance Sheet Page](#)

Project Reporter Code:

▼

Revenue Code:

▼

Amount:

Last Year's Amount: 0.00

[Save](#)

[Cancel](#)

[Delete](#)

Revenues

Revenue Code	PRC	Amount	Calculated	
1110 - District Tax Levy		279,714.08	No	Select
1114 - District Levy - Pers Prop/Mobile Homes		186,055.24	No	Select
1190 - Penalties and Interest on Taxes		2,038.03	No	Select
1510 - Interest Earnings		1,799.74	No	Select
1900 - Other Revenue from Local Sources		302.10	No	Select
3110 - Direct State Aid		616,928.74	Yes	
3111 - Quality Educator		54,334.30	Yes	
3112 - At Risk Student		8,488.01	Yes	
3113 - Indian Education For All		3,215.52	Yes	
3114 - American Indian Achievement Gap		1,230.00	Yes	
		1,506,795.98		
12				

Yes, it is calculated for you

STEP 6: REVENUES (CONTINUE)

3. Enter revenue – (cancel, save, delete)
 - 3115-State Spec Ed payment changes as expenditure code is entered
4. Enter revenue in Fund 15 using PRC
5. Print Revenue Report
 - 2 year info except for Fund 15.
 - Schedule of changes worksheet
 - Fund 15 – Project Reporter Summaries

ENTER REVENUES

Revenues

Fiscal
Year:

2016 ▼

LE:

Alberton K-12 Schools - 0577 ▼

Fund Code:

01 - General Fund ▼

This LE has been submitted.

[Print Revenue Report](#)

[Print Validation Report](#)

[Go To Project Reporter Page](#)

[Go To Expenditure Page](#)

[Go To Balance Sheet Page](#)

Project Reporter Code:



Revenue Code:

Amount:

Last Year's Amount: 0.00

[Save](#)

[Cancel](#)

[Delete](#)

Revenues

Revenue Code	PRC	Amount	Calculated	
1110 - District Tax Levy		279,714.08	No	Select
1114 - District Levy - Pers Prop/Mobile Homes		186,055.24	No	Select
1190 - Penalties and Interest on Taxes		2,038.03	No	Select
1510 - Interest Earnings		1,799.74	No	Select
1900 - Other Revenue from Local Sources		302.10	No	Select
3110 - Direct State Aid		616,928.74	Yes	
3111 - Quality Educator		54,334.30	Yes	
3112 - At Risk Student		8,488.01	Yes	
3113 - Indian Education For All		3,215.52	Yes	
3114 - American Indian Achievement Gap		1,230.00	Yes	
		1,506,795.98		
12				

ENTER REVENUES USING PRC CODE

Revenues

Fiscal Year:

LE: Fund Code:

[This LE has been submitted.](#)

[Print Revenue Report](#) [Print Validation Report](#) [Go To Project Reporter Page](#) [Go To Expenditure Page](#) [Go To Balance Sheet Page](#)

Project Reporter Code:

Revenue Code:

Amount: Last Year's Amount: 0.00 [Save](#) [Cancel](#) [Delete](#)

Project Reporter Code:

Revenue Code:

Amount: Last Year's Amount: 0.00 [Save](#) [Cancel](#) [Delete](#)

3110 - Direct State Aid		616,928.74	Yes
3111 - Quality Educator		54,334.30	Yes
3112 - At Risk Student		8,488.01	Yes
3113 - Indian Education For All		3,215.52	Yes
3114 - American Indian Achievement Gap		1,230.00	Yes
		1,506,795.98	
12			

PRINT REVENUE REPORTS

Revenues

Fiscal Year: 2016
LE: Alberton K-12 Schools - 0577 Fund Code: 01 - General Fund

[Print Revenue Report](#)

[Print Validation Report](#)

[Go To Project Reporter Page](#)

[Go To Expenditure Page](#)

[Go To Balance Sheet Page](#)

Project Reporter Code:

Revenue Code:

Amount: Last Year's Amount: 0.00 [Save](#) [Cancel](#) [Delete](#)

Revenues

Revenue Code	PRC	Amount	Calculated	
1110 - District Tax Levy		279,714.08	No	Select
1114 - District Levy - Pers Prop/Mobile Homes		186,055.24	No	Select
1190 - Penalties and Interest on Taxes		2,038.03	No	Select
1510 - Interest Earnings		1,799.74	No	Select
1900 - Other Revenue from Local Sources		302.10	No	Select
3110 - Direct State Aid		616,928.74	Yes	
3111 - Quality Educator		54,334.30	Yes	
3112 - At Risk Student		8,488.01	Yes	
3113 - Indian Education For All		3,215.52	Yes	
3114 - American Indian Achievement Gap		1,230.00	Yes	
		1,506,795.98		
12				

STEP 7: EXPENDITURES

1. Enter expenditures
2. PRC required in Fund 15 (different for each project)
3. Print Expenditure Report
4. Can toggle between revenue, expenditure, and balance sheet screens.

EXPENDITURES

Expenditures

Fiscal
Year:

2017 ▼

LE:

Alberton K-12 Schools - 0577 ▼

Fund Code: 01 - General Fund ▼

Print Expenditure Report

Print Validation Report

Go To Project Reporter Page

Go To Revenue Page

Go To Balance Sheet Page

Go To Detailed Expenditures

Project Reporter Code: ▼

Program Code:

▼

Function Code:

▼

Object Code:

▼

Amount:

Last Year's Amount: 0.00

Save

Cancel

Delete

DROP DOWN BOX FOR PROJECT REPORT CODE

The screenshot displays the 'Expenditures' section of a web application. At the top, there is a navigation bar with buttons for 'Home', 'Data Entry', 'Reports', 'Administration', 'Instructions', and 'Logout'. Below this, the 'Expenditures' title is centered. The 'Fiscal Year' is set to '2017'. The 'LE' (Local Entity) is 'Absarokee Elem - 0861' and the 'Fund Code' is '10 - Transportation Fund'. There are buttons for 'Print Expenditure Report', 'Print Validation Report', 'Go To Project Reporter Page', 'Go To Revenue Page', 'Go To Balance Sheet Page', and 'Go To Detailed Expenditure'. The 'Project Reporter Code' field is active, showing a dropdown menu with the following options: '166 - Medicaid', '206 - Breakfast', '226 - Title VI, Part B, Subpart 1, Small Rural Schools (SRS)', '316 - Title I, Part A, Improving Basic Programs', and 'Title I, Part A, Improving Basic Programs'. The 'Program Code', 'Function Code', and 'Object Code' fields are also visible. The 'Amount' field is empty, and the 'Last Year's Amount' is '0.00'. There are 'Save', 'Cancel', and 'Delete' buttons at the bottom right.

Home Data Entry Reports Administration Instructions Logout

Expenditures

Fiscal Year: 2017

LE: Absarokee Elem - 0861 Fund Code: 10 - Transportation Fund

Print Expenditure Report Print Validation Report

Go To Project Reporter Page Go To Revenue Page Go To Balance Sheet Page Go To Detailed Expenditure

Project Reporter Code: 166 - Medicaid
206 - Breakfast
226 - Title VI, Part B, Subpart 1, Small Rural Schools (SRS)
316 - Title I, Part A, Improving Basic Programs
Title I, Part A, Improving Basic Programs

Program Code: PRC Total: 0.00

Function Code: 0.00

Object Code: 0.00

Amount: Last Year's Amount: 0.00 Save Cancel Delete

DROP DOWN BOX FOR PROGRAM CODE

Home Data Entry Reports Administration Instructions Logout

Expenditures

Fiscal Year: 2017

LE: Absarokee Elem - 0861 Fund Code: 10 - Transportation Fund

Print Expenditure Report Print Validation Report

Go To Project Reporter Page Go To Revenue Page Go To Balance Sheet Page Go To Detailed Expenditure Page

Project Reporter Code: PRC Total:

Program Code: 100 - Regular Education Programs - Elementary/Secondary

Function Code: 280 - Special Education - Local and State

Object Code: 998 - School Safety Transfers to Building Reserve Fund

Amount: Last Year's Amount: 0.00 Save Cancel Delete

Expenditures

There are no expenditure records entered for this LE.

If you have any questions about the expenditures, contact Kara Sperle at (406) 444-3249 or ksperle2@mt.gov.

DROP DOWN BOX FOR FUNCTION CODE

Home Data Entry Reports Administration Instructions Logout

Expenditures

Fiscal Year: 2017

LE: Absarokee Elem - 0861 Fund Code: 10 - Transportation Fund

Print Expenditure Report Print Validation Report

Go To Project Report Page Go To Budget Page Go To Budget Chart Page Go To Detailed Expenditures

Project Reporter Code:

Program Code:

Function Code:

Object Code:

Amount:

Expenditures

There are no expenditure records entered for this LE.

- 23XX - Support Services - General Administration
- 24XX - Support Services - School Administration
- 25XX - Support Services - Business
- 26XX - Operation and Maintenance of Plant Services
- 27XX - Student Transportation Services
- 40XX - Facilities Acquisition and Construction Services
- 52XX - Capital Leases or Long Term Notes with Board of Investments
- 53XX - Interest on Registered Warrants

Delete

YOU GET THE IDEA...

Expenditures	
Fiscal Year: 2017	
LE:	Absarokee Elem - 0861 Fund Code: 10 - Transportation Fund
<div>Print Expenditure Report</div> <div>Print Validation Report</div>	
<div>Go To Project Reporter Page</div> <div>Go To Revenue Page</div> <div>Go To Balance Sheet Page</div> <div>Go To Detailed</div>	
Project Reporter Code:	PRC Total:
Program Code:	1XX - Regular Education Programs - Elementary/Secondary
Function Code:	27XX - Student Transportation Services
Object Code:	7XX - Property and Equipment Acquisition
Amount:	Last Year's Amount: 0.00 <div>Save</div> <div>Cancel</div> <div>Delete</div>

STEP 8: DETAILED EXPENDITURES

1. Print blank report which shows last year as a guide
2. Run a report on all 112's then subtract off the specific 112's listed to derive the XX XXX 1XXX 112.

Detail Expenditure

Fund	Account		Description	2016 Value	2017 Value
XX	210	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	260	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	280	1XXX	112 Certified Teacher Staff Salaries	68,436.96	5,400.00
XX	39X	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	427	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	432	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	451	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	452	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	456	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	457	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	458	1XXX	112 Certified Teacher Staff Salaries	0.00	0.00
XX	XXX	1XXX	112 Certified Teacher Staff Salaries	591,899.20	591,900.00
XX	XXX	1XXX	640 Textbooks and Other Printed Materials - No On-line Services	0.00	0.00
XX	XXX	1XXX	650 Periodicals	0.00	0.00
XX	XXX	26XX	41X Energy Use	38,560.65	0.00

STEP 9: FIXED ASSETS

1. Select Activity type
2. Add New Record
3. Enter record: Adjustments, Additions, Removals
4. Total at bottom of screen
5. Depreciation by function

Assets

Depreciation

Print Fixed Asset Report

Go To Detailed Expenditures

Go To Long-Term Liabilities

Activity Type: Governmental

Governmental assets are those purchased in the general, special revenue, debt service, capital projects, permanent, and internal service funds. These funds are generally financed through taxes, intergovernmental revenues and other non-exchange revenues.

Add

Add A New Asset Record

Activity

Asset:

Beginning Balance: 0.00

Land

Adjustments:

Land

Additions:

Buildi

Removals:

Comments:

Machi

Impro

vals	Ending Balance	
0.00	3,800.00	Select
0.00	71,045.72	Select
0.00	2,287,816.95	Select
0.00	576,469.74	Select
0.00	44,660.90	Select
Building Accum	1,653,028.26	Select
Machinery and Equipment Accum	380,489.72	Select
860,953.53	0.00	0.00
0.00	0.00	0.00
860,953.53	0.00	0.00

DEPRECIATION BY FUNCTION

SELECT

Assets **Depreciation** **File Expenditures** **Go To**

Add A New Depreciation

Depreciation Code: **Operations and Maintenance (26XX)**

Depreciation For Governmental Assets: Adjustments:

Comments:

Save **Cancel**

Depreciation

There are no fixed asset depreciation records entered for this LE.

SELECT DROP DOWN BOX

- Enterprise Operations (32XX)
- Extracurricular (34XX, 35XX)
- Financial Administration (25XX)
- Food Service (31XX)
- General Administration (23XX)
- Instruction (1XXX)
- Operations and Maintenance (26XX)**
- School Administration (24XX)
- Support Services Staff (22XX)
- Support Services Students (21XX)
- Transportation (27XX)
- Unallocated



Trustees' Financial Summary

FY2016-17

Submit ID:

48 Stillwater County

0861 Absarokee Elem

Schedule of Changes in Fixed Assets, Depreciation, and Net Fixed Assets

Governmental	Beginning Balance	Adjust- ments	Additions	Removals	Ending Balance
Land	500.00	0.00	0.00	0.00	500.00
Buildings	1,366,600.00	0.00	0.00	0.00	1,366,600.00
Machinery and Equipment	496,283.00	0.00	0.00	0.00	496,283.00
Totals at Historical Cost	1,863,383.00	0.00	0.00	0.00	1,863,383.00
Depreciation					
Building Accum	552,893.00	0.00	0.00	0.00	552,893.00
Machinery and Equipment Accum	275,150.00	0.00	0.00	0.00	275,150.00
Total Accumulated Depreciation	828,043.00	0.00	0.00	0.00	828,043.00
Governmental Activities, Capital Assets, Net of Accumulated Depreciation	1,035,340.00	0.00	0.00	0.00	1,035,340.00

* Governmental activities are usually reported in the general, special revenue, debt service, capital projects, permanent, and internal service funds. These funds are generally financed through taxes, intergovernmental revenues and other non-exchange revenues.

** Business-type activities are usually reported in the enterprise funds. These funds are financed in whole or in part by fees charged to external parties for goods and services.

*** Has comments.

Depreciation by Function for FY2017	Governmental Activities	Business-Type Activities	Adjustments
Transportation (27XX)	1,500.00	200.00	500.00
Total Depreciation for FY2017	1,500.00	200.00	500.00

*** Has comment.

STEP 10: LONG TERM LIABILITIES

1. Select Activity type
2. Update Liability Record
3. Other Post-Employment Benefits (OPEB) – enter Annual Required Contribution (ARC)

STEP 10: LONG TERM LIABILITIES

4. Net Pension Liabilities
5. Compensated Absences -
6. Print report

NOTE: Bonds entered by OPI (Verify bond, SID)

Select Activity Type

- Business
- Governmental

Long Term Liabilities

Fiscal Year: 2017 ▼

LE: Absarokee Elem - 0861 ▼

Activity Type:

[Print Long Term Liabilities Report](#) [Go To Fixed Assets](#)

If you have any questions about long term liabilities, contact Kara Sperle at (406) 444-3249 or ksperle2@mt.gov.

- Add A New Liability Record
- Add Net Pension Liability Record
- Update Liability Record
- Update Compensated Absences
- Print Report

Long Term Liab

Fiscal Year: 2017 ▼

LE: Absarokee Elem - 0861 ▼

Activity Type: Governmental ▼ Governmental assets are those purchased in the general, special revenue, debt service, capital projects, permanent, and internal service funds. These funds are generally financed through taxes, intergovernmental revenues and other non-exchange revenues.

[Add A New Liability Record](#) [Add A New Net Pension Liability Record](#) [Print Long Term Liabilities Report](#)

Long Term Liabilities

Description	Beginning Balance	Ending Balance	Current Due	Long Term Due	
Compensated Absences	70,122.38	70,122.38	0.00	0.00	Select

Net Pension Liabilities

Description	Beginning Balance	Additions	Reductions	Ending Balance	
Net Pension - PERS	216,123.63	0.00	0.00	216,123.63	Select
Net Pension - TRS	1,018,079.00	0.00	0.00	1,018,079.00	Select

STEP 11: SPED REVERSION

1. Select your district
2. Print to PDF
3. Page 1 shows the reversion calculation
4. Page 2 shows 280 expenditures that count toward avoiding reversion
5. This is connected to the revenue 3115 calculation

STEP 12: SPED EXCESS COST CALCULATOR

1. Select your district
2. Print to PDF

STEP 13: TFS VALIDATIONS

1. Can pick which validations to view
2. Corrective validations must be cleared
3. Red warning validations
4. Warning validations

ALL validations should be cleared or addressed by your district

STEP 14: SUBMIT TO OPI

ONLY for Coops

STEP 14: SUBMIT TO OPI

NOT for DISTRICTS

STEP 14: SUBMIT TO OPI

DISTRICTS.....

1. CLEAR ALL TFS CORRECTIVE VALIDATIONS
2. COMPLETE BUDGET
3. OK TO SUBMIT

TFS CHANGES OR REVISIONS

➤ ARM 10.10.504 6(a)(b)

(6) Material revisions to the annual trustees' financial summary (TFS) submitted by December 10 shall be accepted, limited to the following types of adjustments:

(a) coding revisions **between revenue or expenditure** line items providing no change occurs in the fund balance of budgeted funds; and

(b) revisions in balance sheet accounts provided **no change occurs in the fund balance** of budgeted funds.

(7) **Changes that affect fund balance** in a budgeted fund or immaterial line item coding changes **must be reported as prior period adjustments** in the trustees' financial summary for the current year. The district may need to adopt a budget amendment in the current year to record the prior period adjustment within the budget of a fund.

TFS CHANGES OR REVISIONS

- Changes to be made by OPI
- Photocopy of original TFS with...

1. Strike out incorrect code, amounts, etc.
2. Hand write in correct code, amount, etc.
3. Date it
4. Sign it

STRIKE OUT * WRITE IN * SIGN * DATE

NOTICE:

1. INCORRECT AMOUNT crossed out
2. CORRECT AMOUNT written in
3. DATE
4. SIGNATURE / INITIALS

ASSETS AND OTHER DEBITS

		2014 Value	
01	Cash & Investments (101-119) Less Warrants Payable (620)	126,451.07	125,000.00
02	Taxes Receivable - Real and Personal (120-149)	11,205.93	150,000.00 01
03	Taxes Receivable - Protested (150-159)	25.61	smh 0.00 02
04	Receivables from Other Funds (160-179)	600.00	07/21/14 0.00 03
05	Due From Other Governments (180)	0.00	25,000.000 0.00 04
06	Other Current Assets (190-210)	753.24	0.00 05
			0.00 06

CHANGES OR REVISIONS – BUDGETED FUNDS

Unlock your submitted report

IF

County has NOT set mills

GENERALLY BEFORE

Aug 15th

August 2017						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



CHANGES OR REVISIONS – BUDGETED FUNDS

AFTER... August 15th

Send to OPI **no later than**
December 10th

Send to OPI **no later than**
December 10th

December 2017						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

CHANGES OR REVISIONS

➤ After changes have been sent to OPI...

1. **VERIFY** – did OPI make the change you expected??
2. **VERIFY** – ARE YOU SURE??
3. **SEND** copies of changes to county superintendent

CHANGES OR REVISIONS

➤ Changes after AUGUST 15TH??

Send to OPI at

Mari Haefka

FAX: 444-0509

EMAIL: mhaefka@mt.gov

PHONE: 444-1960

SB261: WHAT CAN YOU DO??

BUDGET REDUCTION & FY17 REVENUE TRIGGERS

1. Underspend the budget by the amount of reduction
2. Tap into reserves to fund the portion of the reduction
3. Make expenditures from a difference fund to cover the reduction
4. Estimate the combined block grant amount in the Flex Fund (29) rather than other budgeted funds

WHAT'S THE EFFECT...

TFS

Ending Fund Balance

FBR >15% of Max GF

Program Code 280

BUDGET

Beginning Fund Balance

Excess to be refunded to OPI

Rev Code 3115 - Special Education

WHAT'S THE EFFECT...

BUDGET VALIDATION

BUDER-W01:

The amount designated as excess reserves

IS LESS THAN

The amount that could be reserved

BUDGET

Excess Reserves can be reserved for an unlimited number of year **PROVIDED** your operating reserves are at 10% (GF)

FY16 = 50 validations

Questions?



CHALLENGE ACCEPTED